

**THE TOWN OF FOREST HEIGHTS
RESOLUTION 74-22**

**A RESOLUTION TO APPROVE A GLOBAL MASTER SERVICES AGREEMENT AND
SALES ORDER BETWEEN ADP, INC. ("ADP") AND THE TOWN OF FOREST
HEIGHTS (THE "TOWN")**

Introduced By: Mayor Calvin Washington

WHEREAS, the Charter, Section 33-90 authorizes the Mayor and Council to pass certain legislation of a non-permanent or administrative nature by formal resolution in lieu of ordinance; and

WHEREAS, ADP and the Town wish to enter into an agreement and sales order with ADP to provide comprehensive ADP Payroll Services, HR Resources Administrative Services, Compliance on Demand, Data Cloud, Document Cloud, ADP Marketplace, Time & Attendance Services, Tax Credit Services, Benefit Services, Comprehensive Learning Library, Employment Verification Services, ESS (employee self-service) & MSS (manager self-service) Technology, Essential ACA (Affordable Care Act) Services, Participant Solution Center Support, Talent Acquisition Services, and Talent Management Solutions; and

WHEREAS, the Town Council finds that ADP, Inc. is in good standing with the State and by authorizing this agreement and sales order the Town is agreeing to pay new rates to an existing vendor as detailed in the sales order for new services once implemented or installed, and is in the best interest of the Town to approve said agreement and sales order with ADP in order to avoid further costs and maintain a high level of employee morale; and

NOW THEREFORE BE IT RESOLVED, that the Town Council hereby approves and authorizes the execution by the Mayor of an comprehensive services agreement with ADP (the "Agreement") and a sales order (the "Sales Order"), attached hereto as Exhibits A & B, for a total annual investment or expenditure of \$32,464.97, to be paid for using funds appropriated under Line Item No. 8200 of the FY '23 Budget, and to become effective on the date of execution or as otherwise stated therein; and

BE IT FURTHER RESOLVED, that the Mayor and Town Council further directs the Mayor and Town Administrator to take such action as necessary to carry out the terms or otherwise perform said Agreement including cooperating with ADP or executing any further documents or instruments to assist ADP in providing personnel services to the Town; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 5 day of December 2022.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

WASHINGTON

Ug

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KENNEDY
NOBLE
BARNES
HINES
LILLY
ATKINSON

Ygn
Ygn
Ygn
Ygn
Ygn
Absent

ATTEST:



Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS,
MARYLAND



By:

Calvin Washington, Mayor

[Exhibit - ADP Global Master Services Agreement & Sales Order #02-2022-59218-1]

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 5 day of December 2022 with 6 Aye votes and 0 Nay votes the aforesaid Resolution 74-22 passed.



Sherletta Hawkins, Town Clerk